



**MINUTES OF THE BUSINESS DEVELOPMENT COMMITTEE MEETING
HELD ON THURSDAY 12 OCTOBER 2023**

Present: Caroline Campbell Glenn Thorogood Jason Lawes
 Mike Harvey

Apologies: Rebecca Charlesworth Mark Crosson Tony Branagan

ITEM	DETAIL	ACTION
1.	Comments on minutes from last meeting: <ul style="list-style-type: none"> • None. 	
2.	Events: <ul style="list-style-type: none"> • Networking event at The Lightbox 29th September. Chris Lacey is keen to address the challenges that were experienced with the lunch being very late. Rebecca to discuss this with him. • Spaces are very keen for the Chamber to hold events at their facility. • Woking Football Club very supportive and would like to continue onto 2024 with the events as per 2023. • Rebecca to discuss with Double Tree Hilton about catering for future events. • Mark to send 2024 term dates to ensure networking and other events don't coincide. 	
3.	Woking Means Business: <ul style="list-style-type: none"> • The morning was busy, but the afternoon was considerably quieter. • Several exhibitors were breaking their stands down mid-afternoon which did not reflect well to visitors who were there. • There seemed to be a lot of charities visiting and looking for support. • The Chamber stand was very steady across the morning. We were successful in getting a range of businesses to complete our questionnaire. Caroline will be summarising the questionnaires ahead of the next exec committee meeting. • We should consider giving people the option to join the chamber on the day of the exhibition. This would just need access to the website on the stand. Caroline to discuss with Rebecca. 	
4.	Growing Chamber Membership: <ul style="list-style-type: none"> • Plan needed to ensure that the Chamber does as much as is viable to encourage businesses registered with Woking Works to become Chamber members. • Ideas suggested included, holding drop ins to promote the Chamber, special events for WW businesses where they can present. • We need to add to the Business Development Committee members – this will ensure we have more resource and expertise to support the Committee's drive to grow members. • Caroline to discuss the above with Rebecca and the Exec Committee. 	
5.	Forthcoming network events: <ul style="list-style-type: none"> • House of Commons 9th November. • Monthly networking, Friday 28th October, Double Tree Hilton. • Monthly networking, Friday 24th November, Woking Football Club. • Monthly networking, Friday 15th December, Double Tree Hilton. 	



6.	<p>Woking Works:</p> <ul style="list-style-type: none"> • Activity by the council team now quite limited. • Woking Works website is still active and accessible to businesses. 	
7.	<p>Marketing:</p> <ul style="list-style-type: none"> • If anyone has not passed their bio for the website onto Rebecca, please can they do so as soon as possible. These will be uploaded to the website to strengthen the Chamber's profile. 	
8.	<p>Renewals/New Members:</p> <ul style="list-style-type: none"> • Boris is still working out the system. • Chris Norrington supporting us to resolve the renewal system. 	
9.	<p>Any Other Business: None.</p>	
10.	<p>Dates for 2023 Business Development Committee meetings:</p> <ul style="list-style-type: none"> • 16th November – to be held at Menzies. • 14th December – to be determined. 	